Tutorial on Creating a New Faculty Profile for the AFRE Website
Drafted by MT Weber Sept 2016

- This is a tutorial for AFRE faculty and specialist on obtaining and organizing the information needed to create a Faculty Profile on the AFRE web page, under the main tab "People" and subtab "Faculty".

- This tutorial is designed to accompany the downloadable word document where the information obtained will be entered, and then this document will be sent to Taylor Logan, who will post the faculty profile to the AFRE website.
  - The downloadable word document is: Form for Information Needed to Create a New Faculty Profile - Downloadable Word Document
- To begin the process, go to an existing faculty profile to see how your new profile will look, and the different pages of information needed. For example, see: Cloé Garnache
- The information in the two boxes on the downloadable form are to get what is necessary for the basic entry on your profile. Items highlighted in Red below are to be filled in, and also follow the instruction for sending a photo to Taylor Logan

Faculty/Specialist Name

Ask Faculty/Specialist for a photo in jpeg format for posting to their profile.

Photo can be shown here, but the important thing is to have the picture in jpeg format saved to this person's file so it can be easily found and uploaded for posting on their profile.

Ph.D., University of XXX
M.S., University of XX
B.S., University of XX

Title xxxxxx
Agricultural, Food, and Resource Economics
Michigan State University
446 W. Circle, Dr., Rm xxx Morrill Hall of Agriculture
East Lansing MI 48824
Phone: XXXXXX
E-mail: XXXXXX

- Below are the various tabs on the profile that need information. The instructions that follow are organize by each tab.

| Bio-Info | Students | Research Impact | Publications | Presentations | Projects |

- **Bio-Info**

Bio-Info
Biographical Information
Draft and add to the downloadable form 2-3 paragraphs describing job title/duties, etc. See the existing profiles of different AFRE people for examples.

Research and Outreach Interests
List 2-4 special interests, for example
- Consumer choice behavior
- Food Marketing
- Development

- Students

Students (Note, this tab may not be needed for specialists or international faculty who do not tach or otherwise mentor students)

Student Mentoring (a good example here is for Vincenzina Caputo)

- View theses and dissertations written by Dr. XXXXX . Add the correct name and hot link the expression. (student names will appear as Dr. XXXXX advises students at MSU) (Note – when needed the url for this hot link can be found/created by going to this site http://web2.msue.msu.edu/afreTheses/theses.cfm?PLastName=Swinton
and then creating a new url by replacing the persons last name for "Swinton" in the above url.

- List other student advising before coming to MSU?

Teaching Experience
- List teaching experience at MSU: forthcoming
- List teaching experience at XXXX University:

- **Research Impact**

Research Impact
Research/Outreach Impact Indicators

(Here we need to have faculty/specialist provide the urls so these hot links can be made, if they have them. If they are not yet signed up for any of these, a minimum is to get them to enroll in Google Scholar and RePEc. For faculty, the url link for MSU Scholar is set up automatically after they have been working at MSU for sometime).

- Google Scholar Publications and Citations
- RePEc Citation Statistics
- MSU Scholar Profile MSU)

- **Publications**

Publications
Publications (View all Dr. XXXX's publications on Google Scholar sorted by year.
If you have a Google Scholar account, select the view of publications by year, harvest the url for this, and embed it in the text highlighted above in blue.

(Selected Publications: Note, you can go with just the above link, or you can also add selected publications in addition.)
- X
- Y

- Presentations

Presentations

Recent Research and Policy Presentation Videos
- Faculty/specialist need to suggest titles and urls which can be listed/posted here so users can view them. Look at this tab for other AFRE faculty/specialists to see examples.

Recent Research and Policy Presentations
- Faculty/specialist need to suggest titles with links to where selected items are viewable. Or send to Taylor the pptx of one or more presentations which can then be made into a pdf for then posting this for viewing on their profile?

- Projects

Projects
Current Funded Research Projects
- These are now posted automatically if this faculty/specialist is listed as a PI or Co-PI on a project that is entered on the AFRE project tab, either for domestic or international projects. If they are still not listed on any of these projects, then this tab will remain blank.

Prior Funded Research Projects

- Same as above.